



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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Memorandum

To: All Department of the Interior Personnel

From: P. Lynn Scarlett *129*
Assistant Secretary - Policy, Management and Budget

Subject: Official Travel Following the September 11 Incidents

The purpose of this communication is to provide official travel guidance to all Interior employees following the attacks of September 11, 2001. As airports around the country reopen, our employees currently in a travel status may require special assistance and guidance from their supervisors as they return home.

The Department's first priority is to ensure the safety of all Interior employees who are currently in a travel status. If an employee's flight was diverted, he/she should stay in contact with the airline and rely on the airline to provide continuing transportation instructions. If continuing to the original destination is no longer necessary or extensive delays are encountered, employees may arrange to travel via air or another mode of commercial transportation (train, bus, etc.). An employee may remain at the temporary duty location until commercial transportation is available. As always, the "Prudent Person" rule should be used in considering alternative arrangements. Supervisors should assist their employees by remaining flexible to the traveler's needs.

Once commercial passenger air transportation is re-established, we should resume normal business travel required to meet the mission of the Department. Employees should check with Omega World Travel or the airline in making travel arrangements to ensure that the airports and airlines being utilized are open for commercial passenger operations under Federal Aviation Administration guidelines. Alternative modes of transportation may be used.

Employees who need to amend their travel plans should contact their local service provider at Omega World Travel to arrange for transportation services. To avoid overloading the emergency number, call the regular toll-free number identified on the itinerary during normal business hours, if possible.

Individuals should continue to use the Government Travel Charge Card for travel expenses whenever possible. If for some reason the employee's government charge card is not accepted or there is a system failure, the employee's charge card coordinator should be contacted for

assistance. If an employee cannot contact the charge card coordinator or receive assistance, he/she may use in this unique situation a personal credit card, cash or check.

Thank you for your cooperation during this period.